

04/11

Procurement Office Directive No. 15/1

SUBJ: 7: Procedure for Building Supply Officer

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Procurement Office Directive No. 15, dated 13 April 1951, is amended as follows:

1. Paragraph 2 n is rescinded and the following text substituted:

"2.n. Receives and coordinates with Administrative Services all requests for building and/or equipment repairs and maintenance service. This will include installation of fans, air conditioners, electric outlets, light fixtures, etc."

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2. Paragraph 2 o is added as follows:

"2.o. Receives and coordinates with Administrative Services requests for all moves involving office equipment, telephones, buzzer systems, and partitions. Requests for changes in telephone service or buzzer systems should be accompanied by sketches indicating telephone extensions, buzzers, room numbers, and any other pertinent information required."

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Chief of Procurement

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WWW/jab

cc: AVE Chrono
Advisor for Management ✓
BSO File
Supply Chrono

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NO CHANGE in Class. ☒
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